

JOB DESCRIPTION

Job Title	Learning Resource Centre Manager		
Scale	Band 3 (Whole Range)	Hours worked	30
		Weeks worked	39
Responsible to	Assistant Principal – with responsibility for Learning Resources		
Responsible for	LCR Supervisor		
Liaison with	All College Staff		
Main purpose of the job	<p>To manage the College Learning Resources Centre (LRC) service in order to support the learning and research needs of the whole College community.</p> <p>Work proactively to promote literacy and reading skills of students.</p>		
Main duties	<ol style="list-style-type: none"> 1 Identify the routine tasks necessary for the smooth day-to-day running of the Frinton and Thorpe Campus LRCs, and direct the work of the LRC Supervisor as part of the College LRC Team. 2 Promote the teamwork necessary for the effective running and development of the College's LRC service. 3 Be proactive in working closely with the academic, tutorial, and ancillary staff of the College, particularly to promote literacy, and reading skills. 4 Promote and make the necessary arrangements for curriculum links with all subject departments, so that the LRCs are recognised as contributing to teaching and learning throughout the College 5 Introduce a library skills induction package at Key Stages 3, 4 and 5 so that students know about the facilities and services available, and have the skills necessary to gain access to them. 6 Work effectively with the students of the College, often in an unsupervised environment, in order to promote the core purpose of the post. This includes promoting student involvement in the running of the LRCs and supervising students during and outside of College hours. 7 Take responsibility for the LRC budget, and the purchase and maintenance of LRC resources. Manage and develop effective security systems for stock control. 8 Develop the library environments with displays and exhibitions. Make optimum use of the space available for effective learning, and promote the services offered. 		

	<p>9 Liaise with outside agencies as appropriate (eg Essex Library Service; local school library networks; book supply companies, etc).</p> <p>10 Supporting the development of out of hours learning.</p> <p>11 Organising activities to promote student involvement and interest in literacy: Author visits; World Book Day events; Book Week and competitions</p>
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Other Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Learning Resource Centre Manager

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none">• Evidence of a high level of formal education• Excellent numeracy / literacy skills• Willing participant in development and training opportunities	<ul style="list-style-type: none">• Professional qualification in librarianship and/or Information Management• Relevant degree
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none">• Experience of utilising ICT and skills to access and retrieve information• Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements• Effective behaviour management strategies to promote good behaviour and discipline• High level of proven written, verbal and non-verbal communication skills• Proven administrative skills with good working	<ul style="list-style-type: none">• Experience of working in a Library or information centre• Working within a school environment and knowledge of the education system

		<p>knowledge in all relevant Microsoft Office software and use of online resources</p> <ul style="list-style-type: none"> • Awareness and understanding of safeguarding/child protection 	
Skills	Line management responsibilities	<ul style="list-style-type: none"> • Line management and performance management of 1 library assistant 	
	Budget	<ul style="list-style-type: none"> • Manage library budget 	
	Abilities	<ul style="list-style-type: none"> • Advanced research skills • Ability to make objective recommendations in a clear and concise fashion • Ability to self-manage by prioritising, co-ordinating and organising work under pressure remaining professional at all times • Ability to meet strict deadlines with attention to detail • Ability to resolve problems by assessing the situation and using judgement for best course of action • Ability to communicate effectively • Ability to provide support, explain procedures and processes to 	

		<p>students and staff</p> <ul style="list-style-type: none"> • Ability to build and maintain effective relationships with internal and external partners 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Methodical and organised with a conscientious and positive disposition • Ability to exercise discretion in dealing with confidential or sensitive matters at all times • Ability to work both independently and as an effective team member • Willingness to work flexibly and collaboratively as required to meet changing service needs 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel 	